

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME

## ANNEX E

### Sample of Service Order

**From:** The e-mail address of the point of contact for the SSC Satellite Service Manager

**To:** The e-mail address(es) for the Contractor representative(s)/point(s) of contact for the overall management of the SO specific related activity.

**Carbon copied (cc):** E-mail address for each of the following area(s) of primary interest:

- Contractor representative as named in the Contract;
- Technical Authority as named in the Contract;
- Administration contact for SSC and Technical Authority; and
- SSC Contracting Authority as named in the Contract.

#### Supplier Order Report MM/DD/YYYY

Order No.....: Unique identifier (alphanumeric) assigned by the Technical Authority for each SO issued under this Contract (I.e. ITSB-000000).

Order Status.....: New

Action Type.....: ESTABLISH, RECONFIGURE OR DISCONNECT

Service.....: Enter type of Service

Supplier.....: Full legal name of the Supplier

Customer.....: Full name of Federal Government Department

Customer Order No.....:

Related Order No.....:

Priority.....: No or Yes

Date Required for Goods: YYYY/MM/DD (YYYYMMDD)

Date Customer Ready.. YYYY/MM/DD (YYYYMMDD)

Order Originator.....: Name of Administrator for ITSB

Phone #.....: (000) 000-0000 Ext:

**ORDER REMARKS:**

Start Date for Services...: YYYY/MM/DD  
End Date for Services....: YYYY/MM/DD

SUB-TOTAL: \$  
GST/HST: \$  
TOTAL ESTIMATED AMOUNT: \$

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Supplier Service: Service name Supplier Acct: \_\_\_\_\_ Account no. \_\_\_\_\_

Contract: EN000-000000/000/00

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1.0 CUSTOMER LOCATION:

Name: Full name of Federal Government Department  
Address:  
City/Prov:  
Postal Code:

Circuit: Circuit number/inventory item or NEW

1.1 ITEM \*\*\* ACTION \*\*\*

PRODUCT CODE

Options: TYPE = *TYPE OF SERVICE or EQUIPMENT*

Qty: X

Total Service Chg. Or Monthly Unit.: \$0.00

Total: \$0.00

\*\*\* END OF ORDER \*\*\*

SSC Technical Authority (Approval for less than or equal to \$400,000.00 (including Applicable Taxes))	
_____	_____
Signature	Date

SSC Contracting Authority (Approval exceeding \$400,000.01 (including Applicable Taxes))	
_____	_____
Signature	Date